

Óscar Rivera

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Date / Consultant: Sep 30, 2025 Edgar OFF CURRICULLUM

Lesson number/week: 5-2

Topic: Explain what projects you're currently working on

Catch-up/Homework review:

Workspace:

Hello Oscar, what did you do last session?

-The best available data indicate that about 27.2 % of Mexicans lived in food insecurity / deficient nutrition in 2022.

-About 13.5 % of U.S. households were food insecure at some point in 2023.

-About 17–24 % of Mexican adults have completed higher education (university or equivalent).

-In Mexico City (CDMX), about 33.8% of people aged 20 and older have completed higher education (educación superior).

-In France, about 37.2% of adults aged 25 and over have completed higher education (tertiary education, which is usually university level or equivalent).

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

[Merriam-Webster](#)

Homework:

Date / Consultant: Sep 8, 2025 Bernardo dnh

Lesson number/week: 5-2

Topic: Explain what projects you're currently working on

Catch-up/Homework review:

Workspace:

What are you working on?

Either or - options

Neither nor - negative options

Not only but also - including something else

Errors/Opportunity for
growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Take a look and tell me your thoughts [An MIT report finding 95% of AI pilots fail spooked investors. It should have spooked C-suite execs instead. | Fortune](#)

Date / Consultant: Aug 22, 2025 Edgar

Lesson number/week: 4-2

Topic: The Art of Small Talk

Aim: Client is able to carry out small talk with business acquaintances.

Catch-up/Homework review:

Workspace:

Hello Oscar, how are you today?



Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](https://www.merriam-webster.com/)

Homework:

Date / Consultant: Aug 18, 2025 Edgar

Lesson number/week: 3-1

Topic: Explain cultural differences

aim:.Client is able to compare cultural differences between two countries.

Catch-up/Homework review:

Workspace:

Hello Oscar, how are you today?

How different do you think are American and Mexican Companies?

1. Work Ethics

- **Mexico:** Work culture values personal relationships and trust. Employees often expect a warm, friendly environment where loyalty to the company is highly valued.
- **U.S.:** Work culture is typically more individualistic and performance-driven. Productivity, efficiency, and results are prioritized over personal relationships.

2. Workplace Traditions

- **Mexico:** Hierarchical structures are common, meaning decisions are often made at the top. Respect for seniority and authority is crucial. Meetings may start with casual conversation before business discussions.
- **U.S.:** Flatter organizational structures are more common, allowing for more open discussions between employees and management. Meetings are typically direct and to the point.

3. Time Management & Work Hours

- **Mexico:** Punctuality is important but often flexible, especially in informal settings. Long working hours are common, sometimes exceeding the legal limit. Lunch breaks can be extended.
- **U.S.:** Punctuality is strictly enforced. Work hours are generally more structured, with an emphasis on work-life balance in some industries.

4. Holidays & Time Off

- **Mexico:** Paid time off is relatively low (typically 12 vacation days in the first year), but there are many national holidays, including **Día de los Muertos, Independence Day, and Día de la Virgen de Guadalupe**. Some companies close early on special days.
- **U.S.:** Vacation days vary by company, but employees often receive at least **10 vacation days**. Public holidays like **Independence Day, Thanksgiving, and Christmas** are widely observed, though fewer official holidays exist compared to Mexico.

5. Work-Life Balance

- **Mexico:** Social interaction and family life play a significant role in professional relationships. Many employees enjoy after-work gatherings with colleagues.
- **U.S.:** Work-life balance is increasingly emphasized, with flexible schedules and remote work options growing in popularity. However, there is also a strong culture of productivity and ambition.

6. Employee Benefits & Job Security

- **Mexico:** Employees receive benefits such as **Aguinaldo (year-end bonus), social security, and profit-sharing (PTU)**. Job stability is valued, and dismissing employees can be more difficult.
- **U.S.:** Benefits depend on the employer, with some offering healthcare, retirement plans, and bonuses. At-will employment is common, meaning employees can be terminated more easily.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Date / Consultant: Aug 13, 2025 Bernardo

Lesson number/week: 1-1

Topic: Storytelling – experiences

aim: to retell past life experiences.

Catch-up/Homework review:

Workspace:

The plans for the rest 2025

We **will be visiting** Vancouver for **2 weeks**... We will be looking for... during September and November.
Right now we don't have any plans for the end of the year.

Plans for September:

We are starting with the definition of the agenda, we will focus on the topics...

I'm going to visit Vancouver

Plan for today:

I'm going to eat breakfast with my wife, then I have to move fast to get to a meeting at 10 am. **I'm going** to talk about some issues face to face.

near future arrangements

What are you doing this weekend? I'm going to visit my parents-

for usual things to

I visit my parents-

Errors/Opportunity for
growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Date / Consultant august 12 -Karelle

Lesson number/week: 1-1

Topic: Storytelling – experiences

aim: to retell past life experiences.

Catch-up/Homework review:

Workspace:

Which is your favorite holiday?

Describe the best holiday you have ever had

- Who was with you?
- Where were you?
- What made it so special?
- How do you remember it now?

Talk about a situation that was stressful for you.

- What caused the stress?
- How did you react at that moment?
- What did you do afterwards?
- What would you do differently if it happened again?

Errors/Opportunity for growth/Pronunciation/Feedback:

He confuses with tenses, and sometimes he try to conjugate the verbs as if all of them were regulars
Sometimes he mix the plural with singular

Vocabulary/Phrases:

[Merriam-Webster](#)

Homework:

Date: / Consultant: 30 jul 2025 David

Lesson number/week: Lesson 25, week 7

Topic: Evaluation

Catch up/Homework review:

Workspace:

Speaking tasks:

1. Describe your position. Explain your main activities and responsibilities.
2. Describe the structure of your department and how it connects to other departments. Use linking words where appropriate.
3. Describe a project you are working on. Explain what you have already completed, what you are currently doing, and your next steps. Focus on the proper use of tenses.
4. How do you manage your time when working on a project?
5. What risks could you face in your field of work? Use conditional sentences if possible.

Writing task:

Write a short paragraph (around 120 words) about the evolution of your company or a personal project. Use connectors to organize your ideas clearly.

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date: / Consultant: 23 jul 2025 David

Lesson number/week: Lesson 24, Week 7

Topic: Evaluation prep

Aim: Client recalls content from weeks 6-7

Link: <https://meet.google.com/mse-asud-qnr>


Catch up/Homework review:

WORKSPACE:

Warming Up

- Have you ever been part of a hiring process?
 - How do you usually manage your deadlines?
 - What has been your biggest project lately?
-

Act. 1 – Let's Describe a Vacancy (Week 6)

 **Task:** Tell me about an imaginary position in your team or company. I'll ask follow-up questions like:

- What are the minimum and preferred skills for this role?
- Can you describe the position using adjectives in the correct order?

Commercial manager - Coppel

Boss of commercial team

Achieve number of properties needed to reach the expansion plan

Communication, Organization, Coordination, Leadership - Analysis

At least 5 years experience

Try to use passive voice when possible:

- "A degree is required."
- "Previous experience is preferred."

Useful Vocabulary:

Hard Skills	Soft Skills	Passive Voice	
Excel knowledge	Communication	Fluent English is needed.	An organized, detail-oriented manager
Coding	Teamwork	Training is provided.	A fast-growing, dynamic company
Project planning	Adaptability	Previous experience is preferred.	A challenging, full-time position

Act. 2 – Time & Scope Challenges (Week 7)

👉 Task: Let's reflect on your current tasks. I'll ask questions like:

- How do you manage time under pressure?
- What would you do if you had more time?
- How would you describe your scope in the company?

Use structures such as:

- *If I had more time, I would...*
- *I'm extremely busy these days.*
- *This will be finished by Thursday.*
- *He said he had already submitted the file.*

Closing Questions

- Were any of these topics difficult to use?
- Do you feel you can apply these in real conversations?
- Which part would you like to keep practicing?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date: / Consultant: July 16th, Ivan

Lesson number/week: 21/7

Topic: Risk and result

Aim:

Catch up/Homework review:

WORKSPACE:

When you're thinking about starting a new project or even just buying something new, what are the first things that come to mind when you consider its 'cost'?

How would you go about estimating the total cost of something, especially if it involves multiple components or steps?

Can you think of a situation where understanding the 'cost-benefit analysis' would be really important before making a decision?

Once you've spent money or invested time in something, how do you measure if it was successful or if you got a good 'outcome'?

No matter how well you plan, there's always a chance something won't go as expected. What do you consider a 'risk' in a project or decision?

How do you identify potential risks before they become problems?

Let's say a project doesn't go exactly as planned. How do you assess the 'results' and what steps would you take next?

I have an older sister, and a younger brother

In another projects -> In other projects

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date / Consultant: Jul 10, 2025 Edgar DNH

Lesson number/week: -

Topic: Managing time

aim: Clients discusses their time management and deadlines

Catch up/Homework review:

Hello Oscar, how are you today?

Difference between:

1.- In

2.- On

3.- At

How do you usually organize your tasks when you have several deadlines at the same time?

Can you describe a time when you missed a deadline? What happened and what did you learn from it?

What tools or methods have you used to improve your time management?

Have you ever had to manage a project with a tight deadline? How did you handle it?

Do you think time management is a skill that can be taught, or is it something people naturally have? Why?

What would you do if you realized you couldn't finish a task on time?

How has your approach to meeting deadlines changed over the years?

Errors/Opportunity for
growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Date / Consultant: Jul 9, 2025 Edgar OFF CURRICULUM

Lesson number/week: -

Topic:

aim:

Catch up/Homework review:

Hello Oscar, how are you today?

Let's learn about idioms!

- Money doesn't grow on trees
- Hold your horses
- Butter someone up
- Use your noodle
- Twist my arm
- Bite your tongue
- Monkey Business
- Not my circus, not my monkeys
- Weasel out

Errors/Opportunity for
growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Date: / Consultant: 07 July, Edgar

4 jul 2025, David DNH

Lesson number/week: Lesson 17, Week 6

Topic: Job Interview

Aim: Client ask and answers questions for a job interview

Meeting Link (If Needed): <https://meet.google.com/isn-ffyg-jyb>

Catch up/Homework review:

WORKSPACE:

1. Introductory Warm-up (2–3 min)

“Oscar, imagine you're preparing for a job interview at a new real estate company. What kind of position do you think you'd be offered?”

(Introduce “job vacancy” subtly)

Follow-up:

- “What types of real estate roles are usually advertised in your sector?”
- “What kind of responsibilities are expected from someone in your current position?”

Term/Phrase	Definition/Explanation
Job vacancy	An open position in a company that needs to be filled.

Portfolio management	Handling a group of real estate properties or investments.
Capitalization rate	A formula used to determine the potential return on a real estate investment.
Due diligence	The detailed process of investigating a property before purchasing.
Zoning regulations	Local rules that determine how property can be used (residential, commercial, etc.).
Site selection	The process of evaluating and choosing the best property location for development.
Market analysis	Studying supply, demand, and trends in real estate to guide investment decisions.
Lease agreements	Legal contracts between landlords and tenants.
Occupancy rate	The percentage of rented or used space in a property.
Asset management	Overseeing the performance, maintenance, and income generation of real estate assets.

2. Passive Voice – Experience and Selection Process (6–8 min)

Ask these in passive form. Encourage Oscar to answer naturally and reformulate if needed.

“Can you tell me about a time when you **were hired** for a role with many responsibilities?”

“How **was your performance evaluated** in that position?”

“What kind of skills **are expected** from real estate executives in your company?”

“How **are strategic decisions made** in your department?”

✚ Pause and clarify any grammar doubts as they come up:

E.g., “In passive voice, the focus is on the result or the person receiving the action, not doing it.”

3. Real estate vocab practice (5–7 min)

- “In a job interview, you’re asked: *How is a property portfolio usually managed in your role?* — how would you explain that?”

- What types of projects **are being developed** by your team right now?
- Which data **is analyzed** before a location is selected for expansion?
- *Can you define 'capitalization rate'?*
- *How is market value usually determined?*

5. Mini-Reflection and Wrap-Up (2–3 min)

"How did you feel answering and asking questions in passive voice?"

"Which vocabulary areas do you feel confident in, and which ones would you like to review more deeply next class?"

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date / Consultant: Jun 12, 2025 Edgar

Lesson number/week: 12-3

Topic: Scheduling & rescheduling meetings

aim: Client is able to schedule and reschedule appointments, discuss availability

Catch up/Homework review:

Hello Oscar, how are you today?

How do you usually schedule your meetings throughout the week?

Have you ever had to reschedule an important meeting at the last minute? What happened?

What tools or methods do you use to manage your time and avoid conflicts in your calendar?

What would you do if two meetings were scheduled at the same time?

How do you prioritize meetings when your schedule gets too full?

Have you ever missed a meeting because of poor time management? What did you learn?

What advice would you give to someone who often runs out of time during meetings?

How far in advance should people schedule meetings with you? Why?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Date / Consultant: Jun 10, 2025 Bernardo

Lesson number/week: 11-4

Topic: Explain who is responsible for what or in charge of
aim: details the departments in their company and their duties

Heads up, something important

Resume, to pick up where you left off - summarize- to get the important information

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

How is automation affecting business and what do you think will happen in Coppel with the digital direction that you're taking.

Date: June 8th / Consultant: Oscar

Lesson number/week:

Topic: Explain who is responsible for what or in charge of

Aim: To describe in an accurate form the positions within a company as well as their roles.

Catch up/Homework review:

WORKSPACE:

Can you tell me about the company you work for?

How many departments does it have?

Which one do you work in?

Grammar: be responsible for / be in charge of

When we say what someone's duties are, we often use:

- **be responsible for + gerund** (e.g., *I'm responsible for hiring staff*)
- **be in charge of + gerund** (e.g., *She's in charge of managing the team*)

Now imagine you are giving a tour of your company to a new employee. Can you describe what each department does?

Errors/Opportunity for growth/Pronunciation/Feedback:

Chunks of language

Vocabulary/Phrases:

Collections department
Sites / venues
Due term (of a rental contract)

Homework:

Date / Consultant: Jun 3, 2025 Bernardo

Lesson number/week: 11-4 (pt 2)

Topic: Explain who is responsible for what or in charge of
aim: details the departments in their company and their duties

Catch-up/Homework review:

Workspace:

Here's the link:

Conditions to have an efficient team

Zero - PRESENT SIMPLE + PRESENT SIMPLE - ALWAYS THE SAME RESULT

*If the monthly payments **are** punctual, the team **is** happy about this.*

If the target is complete at the end of the year they get the bonus.

If the building process of the store is already finished, the store is open.

First - PRESENT SIMPLE + WILL - HIGH PROBABILITY

If we get all the amount of property stock, we will open almost all of the forecasted stores.
If we define the right KPIS TO MEASURE THE CHAIN VALUE, WE WILL HAVE HIGHER
POSSIBILITIES TO IMPROVE OUR RESULTS
If the new store formats identify big opportunities, we will lunch a better and new business for
the company

Efficiency

All of the members and participants of the chain value that are looking for
new opportunities...

If we identify the PARETO opportunities, we will source elements and
participants, and we will have better opportunities to achieve efficiency.

If we maintain the complete budget that we defined in the past, we
achieve the targets of stores opening and refreshing stores.

If we negotiate harer with the landlord, we will get a cut of expenditures
in the rentals.

If we receive the building finished on time, we set up/arrange the offices
on time.

Errors/Opportunity for
growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)
adequate

Homework:

Date / Consultant: Jun 3, 2025 Bernardo

Lesson number/week: 11-4

Topic: Explain who is responsible for what or in charge of
aim: details the departments in their company and their duties

Catch-up/Homework review:

Flood

Yours colleagues

Workspace:

Here's the link:

Tell me about your department, who does what?

Real Estate and scouting division

70 colleagues staff , strategy - 60 around the country ,commercial team

Manager that direct (s)

3 manager

I responsible for both team

Both parts reports with me (with plural nouns)

The goals: monthly constantly scouting and pitching

Management:

Define limits and goals to **install (implement - apply)** clear processed

Scouters:

they have a list of properties to talk to the owners

Negotiation

Document recollection

Create a big document for pith in a committee

Renewal of contracts that are close to expire

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:
[Merriam-Webster](#)

Homework:

Explain the goals for next year to scouts team, send me a voice note

Date: / Consultant: May 29th, Orlando

Lesson number/week: Lesson 9, week 3

Topic: Describe past & future projects

Aim: Details past and future projects. Past Simple vs Present Perfect/ Future tense

Catch up/Homework review:

Workspace:

1. Warm-Up

- **Greeting:** "Hi! How are you today?"
- **Icebreaker question:** "What is one project you worked on recently? Can you tell me about it?"

2. Past projects discussion

- **Introduce past simple and present perfect:**
 - **Past simple:** *Used for completed actions.* (e.g., "I completed a project last year.") Remember the past simple structure. -ed for reg.
 - **Present perfect:** *Used for actions with relevance to the present.* (e.g., "I have worked on several projects since I graduated.") Remember the present perfect structure. Sub+have/has+verbPP
- **Activity:**
 - Describe **two past projects**:
 1. What was the project?
 2. When did you do it?
 3. What did you learn from it?
- **Follow-up questions:**
 - "Why was this project important to you?"
 - "How did you feel when you finished it?"

3. Future projects discussion

- **Introduce future tense:**
 - Discuss simple future (will) and going to. (e.g., "I will start a new project next month." / "I am going to work on a new project.")
- **Activity:**
 - Describe **two future projects**:
 1. What do you plan to do?
 2. When will you start?
 3. What are your expectations?
- **Follow-up questions:**
 - "What challenges do you think you might face?"
 - "Why are you excited about this project?"

Extra. Vocabulary.

Positive adjectives

- **Exciting**: "This project was exciting because..."
- **Innovative**: "We used innovative techniques to solve problems."
- **Challenging**: "It was a challenging project that pushed my limits."
- **Rewarding**: "Completing the project was very rewarding."
- **Creative**: "The project allowed for a lot of creative input."
- **Successful**: "It was a successful project that achieved all its goals."

Neutral adjectives

- **Interesting**: "The project was interesting and engaging."
- **Complex**: "It involved complex tasks and coordination."
- **Collaborative**: "It was a collaborative effort with many team members."

Negative adjectives

- **Difficult**: "There were difficult moments during the project."
- **Time-consuming**: "It was a time-consuming process."
- **Frustrating**: "Some aspects were quite frustrating."

Descriptive phrases

- **"We faced many obstacles, but we overcame them."**

- "The project taught me valuable skills."
- "I worked with a talented team."
- "I had to manage my time effectively."

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Homework: "Try writing a short paragraph about a project you want to do in the future. Use the future tense and some adjectives."

Date: / Consultant: May 28th, Alejandro

Lesson number/week: Lesson 8, week 3

Topic: Describe your current project

Aim: Client describes and details current projects.

Catch up/Homework review:

Workspace:

1. When you start a new real estate project, what is the first thing you usually do?
2. What things must be in place before the project can move forward?
3. What problems can happen at the beginning, and what do you usually do to avoid them?
4. Can you describe a project that went well? What steps made it successful?
5. If a new buyer joins the team, what advice would you give them for starting a real estate project?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date: / Consultant: May 27th, Edgar

Lesson number/week: 07/03

Topic: Explain the process when you start a project

Aim: Client discussed and describes a process of starting a project

Catch up/Homework review:

WORKSPACE:

Hello Oscar, how are you today?

Can you tell me what Modal verbs are?

1. Discovering

Write about your skills. Fill in the table with your 5 skills

We can use this if you need vocabulary: [Merriam-Webster](#)

Skill	Sentence
Using PowerPoint	<i>I can create professional presentations using PowerPoint</i>

What is the process that you need to do whenever you start a project?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date: / Consultant: May 16th, Alejandro DNH May 22nd Brian

Lesson number/week: Lesson 4, week 2

Topic: Explain the relation with suppliers and clients

Aim: Clients talk about the relationships at work.

Catch up/Homework review:

Workspace:

Warm up

1. Can you describe your typical interaction with a supplier or client?
2. How often do you talk to them?
3. What kind of support do they usually need?
4. Do you work with the same people regularly?

Follow up:

Tell me about one important relationship you have with a supplier or a client. How do you communicate, what makes it work well, and what challenges do you face?

Reliable / trustworthy

Negotiate / deal with

Meet expectations

Ongoing communication

Request / respond / confirm

Misunderstanding / issue / delay

Build trust / maintain a relationship

Wrap up

Can you improve any of your current work relationships?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date: / Consultant: May 15 Maja

Lesson number/week: lesson 5 week 2

Topic: connectors

Aim:

Catch up/Homework review:

Company history

WORKSPACE:

How do different departments connect inside your company?

How does your department work with others?

Connectors

We founded the pizzeria in 2017

We started as a very small business ..

We noted that in CUL there were no quality pizzerias with delivery

At that time there was no Uber so it was a similar model but without the platform

The business went well so we expanded and moved to another location

We improved a few things and added new products like pastas salads etc.

We did well and scaled up, now we have 3 pizzerias

We tried to open the 4th one but it was in the middle of the covid so we had to close immediately

We also tried in mazatlan but the same thing happened

Now we are happy and we are thinking about expanding more or finding a partner

ADDING and as well as moreover furthermore in addition too on top of that another point is	SEQUENCING first, firstly, first of all second, secondly.. third next meanwhile now subsequently	ILLUSTRATING for example such as for instance in the case of as shown by illustrated by take... one example is..
COMPARING similarly likewise as with like equally in the same way	QUALIFYING but however although unless except apart from as long as if	CONTRASTING whereas alternatively unlike on the other hand conversely having said that nevertheless however
CAUSE AND EFFECT because because of as a result of consequently therefore thus owing to due to	SUMMARY in short on the whole in other words on the whole overall generally in general in brief	EMPHASIZING above all in particular especially significantly indeed notably

I work in real estate , that is why I relate to finance, sales....
At the beginning.. Finance is related because of the budgets
And also the legal department, they are related with acquisition process
When we find a location we invite the legal department to help us with contracts
In addition, the building department ...
They check the plans, and engineering , they participate in all the process
And Operations participate with the sales partners and validation...
So we try to maintain it all together... so we have to take care of the returns...
In the big picture, we are connected to one of the 9 pillars, so we have a strategic connection

Errors/Opportunity for growth/Pronunciation/Feedback:

Focus in / on

Vocabulary/Phrases:

Homework: send a voice note - repeat the story about your department in Coppel but use different connectors

Date: / Consultant: May 13th, Alejandro

Lesson number/week: Lesson 4, week 2

Topic: Describe the evolution of your company

Aim: Client presents the timeline of their company.

Catch up/Homework review:

Workspace:

Warm up

Tell me three fun facts about Coppel's history that not a lot of people know of.

Follow up

- Can you walk me through the most important milestones in your company's history?
- How has your company changed or grown since it started?
- What was a turning point or key decision that made a big difference in your company's development?

Wrap up

Looking ahead, how do you see your company evolving in the next few years?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date: / Consultant: May 8th, Alejandro

Lesson number/week: Lesson 3, week 1

Topic: Introduce your team members

Aim: Clients are able to introduce others and describe their responsibilities

Catch up/Homework review:

Workspace:

Warm up

How many people are on your team?

What do you like about working with your team?

Who do you work with the most? Why?

Follow up

Listen to the following description:

Let me introduce my team. Marta is our marketing coordinator. She handles social media and online campaigns. Carlos is the sales manager—he's in charge of our key clients and monthly reports.

Can you tell me about your most important team members?

You're on a call with a client who asks about your team. I'm the client. Please introduce two key people and explain how they'll help us.

Wrap up

What would you like to change about your team?

Errors/Opportunity for growth/Pronunciation/Feedback:

RENEWING A CONTRACT ✓
REFRESHING A CONTRACT (NOT COMMON)

Pronunciation:
INFLUENCED
VACATIONS

Vocabulary/Phrases:

STEP IN = GET INVOLVED

Homework:

How would you describe the ideal team member?

Date: / Consultant: May 6th, Alejandro
May 2nd, Alejandro (DNH)

Lesson number/week: Lesson 2, week 1

Topic: Go over activities and responsibilities

Aim: Clients talk about work activities and responsibilities.

Catch up/Homework review:

Workspace:

Warm up

- What are your main responsibilities at work?
- Can you describe a typical day?

Follow up

Some common phrases when describing work tasks require certain structures, in some cases using gerunds, such as...

"I'm responsible for..."

"My job involves..."

"I'm good at..."

Scenario: *Imagine I'm new in your team. Can you explain to me what you do and what I will do?*

Wrap up

From what you mentioned today...

- Which activity takes most of your time?
- Which one do you enjoy doing the most?

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

- Interested in
- The traffic is really complicated during long weekends
- Punctual vs on time

- To come back or to return
- To change the topic
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Date: / Consultant: April 29th, Edgar 30 **Min. Class**

Lesson number/week: 01/01

Topic: Introduce yourself & describe your position

Aim: Clients introduce themselves and describe their job

Catch up/Homework review:

Workspace:

Hello Oscar, how are you today?

Join me here: <https://meet.google.com/ane-zrxr-xej>

Warm up/Review: [Small Talk Wheel](#)

Tell me about your first job interview.

- What are the most important things in a job interview?

2. Discovering

Write about your skills. Fill in the table with your 5 skills

We can use this if you need vocabulary: [Merriam-Webster](#)

Skill	Sentence
Using PowerPoint	<i>I can create professional presentations using PowerPoint</i>

WH Questions

Ask about a place or location	
Ask about a moment in time or time in general	
Ask about a reason or motive	
Ask about general information	
Ask about a person or people	
Ask about possession	
Ask about a choice	
Ask about a process	
Ask about frequency	
Ask about quantity	

QWASM:

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework:

Date: / Consultant:

Lesson number/week:

Topic:

Aim:

Catch up/Homework review:

WORKSPACE:

Errors/Opportunity for growth/Pronunciation/Feedback:

Vocabulary/Phrases:

Homework: